



Uncl aimed



Pr o p e r t y

REPORTING BOOKLET

Report Forms & Instructions

Introduction

This manual includes the required forms, and accompanying instructions for property deemed unclaimed in accordance with state law.

We are again encouraging electronic reporting this year, and we are accepting the use of either the National Association of Unclaimed Property Administrations (NAUPA) format or reports generated using the Wagers software.

New

Easily Send Us Your Unclaimed Property Data

Are you keeping your unclaimed property owner information on an electronic spreadsheet or database? We have developed a method for holders to submit their reports on diskette using Excel or an Excel convertible file format. We are able to load the information into our system electronically without additional keying. If you are interested in sending your report on a spreadsheet via diskette, please send an e-mail to our office at UCP@dor.wa.gov to request the file layout and instructions.

Also new this year, we have added a new feature that allows you to receive updates from our office regarding law changes, form updates, or new publications. To sign up for this service visit http://dor.wa.gov/apps/ucp/ucp_con_email_listserv_send.asp?listtype=ucp to add your name to the list.

We recently updated the Holder Information page on our web site:
http://dor.wa.gov/apps/ucp/ucp_holderInfo.asp.

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General Overview

What is Unclaimed Property?

Unclaimed Property is money or intangible property owed to an individual or business. Property is considered unclaimed after it is held for a period of time with no owner contact, and a good faith effort has been made to locate the owner. Abandoned property is turned over to the Department of Revenue from many sources, including banks, credit unions, corporations, utilities, insurance companies, governmental entities and retailers throughout the United States.



rightful owner or their heir. The Department of Revenue acts as custodian for safe keeping of the property until the rightful owner can be located. Once reported to the Department, abandoned property is available for refund to the owner or legal claimant indefinitely.

Washington State law requires businesses and other organizations (commonly referred to as “HOLDERS”) to review their

records each year to determine whether they hold any funds, securities or other property that has been unclaimed for the required abandonment period. Holders file an annual report and deliver the property to the state. The length of time property must be abandoned before being turned over to the state varies by the type of property (see page 23).

Uniform Unclaimed Property Act of 1983

The Washington Unclaimed Property Act protects unclaimed property until it is returned to its

Who Must Report?

The following are required to report unclaimed property:

- Banking and financial organizations, including state or federally chartered banks in trust companies, savings banks, private bankers, savings and loan associations, credit unions and investment companies.
- Business associations wherever located, such as a corporation, joint stock company, business trust, partnership, cooperative or other association of two or more individuals or business purposes, whether or not for profit (including all insurance companies).

- Utilities owned or operated for public use must report.

- Legal entities including state, county and city governments, political subdivisions, public authorities, public corporations, estates, and trusts.

All holders are responsible for filing reports on behalf of their branches, divisions or other affiliated entities.

When to File

Reports and remittance are due from ALL holders before November 1 of each year.

The report must include all property that has gone unclaimed for the required dormancy period, as of the preceding June 30 (see page 24). The only exception is Safe Deposit Box contents. You must first send the report showing a complete inventory of the property listing any unpaid charges. You will be notified which boxes will be accepted after we review your report.

Organizations with nothing to report who have filed in the past should file a negative (zero) report.

If you are unable to submit your report by the November 1 due date, you may request an extension of the due date. Your request must be in writing and state the reason that the extension is needed.

Interest may be charged on all property not reported or delivered timely as required by law. This interest may be charged even if the property is interest bearing for the lost owner. Interest is calculated from the due date to the date payment is received by the Unclaimed Property office.



Reporting Methods

■ *Paper Forms*

To report by paper, complete the applicable forms contained in this packet. **ALL FORMS MAY BE PHOTOCOPIED.**

It is strongly suggested you type the information onto the forms. If you must send a handwritten report please print clearly, no longhand please!

■ *Computer Printouts*

A computer printout is acceptable if **ALL** required information, as shown on the Summary and Detail Reports is included. You must get prior approval before sending a computer printout.

■ *Cartridges, Diskettes, or CDs*

The requirements for reporting using any of these media are located on page three. We will gladly accept your report electronically if it is in the National Association of Unclaimed Property Administrators (NAUPA) format.



Due Diligence

For items \$75 or greater, written notices must be sent to owners between **May 1 and August 1**. The letters, often called “due diligence letters,” only need to be sent to owners who have valid addresses. The letter is intended to inform owners that there is property being held for them which may be turned over to the Washington State Department of Revenue’s Unclaimed Property Section due to inactivity. A sample due diligence letter is included on page 26.

General Reporting Instructions

Aggregate Amount

\$25

Report and Remittance due date

November 1

Electronic Reports

NAUPA format on diskette, cartridge or CD or by EXCEL (see special instructions on page 5)

Mailing Address

Department of Revenue
Unclaimed Property Section
PO Box 448
Olympia, WA 98507-0448

Street Address for courier deliveries only

Department of Revenue
Unclaimed Property Section
2735 Harrison Ave NW Suite 400
Olympia, WA 98502

Make checks payable to:

State of Washington
(include FEIN or Holder Number on check)

Stock and bond registration

State of Washington
FEIN: 91-6001118 or by DTC to #0201
for credit to account #243072549001

Due Diligence

Letter sent for property with a value of \$75 or more and sent between May 1 and August 1

Negative reports

Required for all Holders who have filed positive reports in the past

Voluntary Disclosure

Participants must apply in writing

Reporting for Other States

Filing One Report

As a convenience, if you are a reporter located in the state of Washington, you may file one Unclaimed Property Report with the Washington Department of Revenue even if you are holding property of owners who live in other states. Our Department will forward the names of out-of-state owners to the appropriate states.

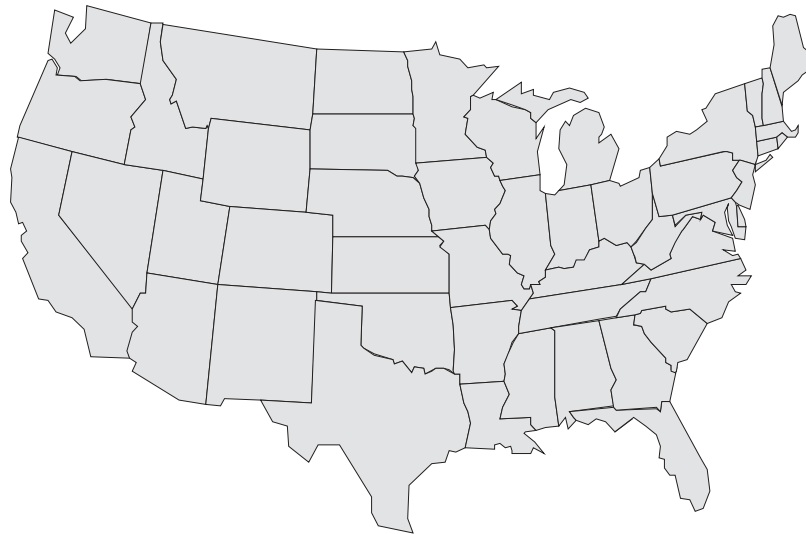
IMPORTANT

You still need to follow each state's laws on dormancy periods even if you report via Washington. For example, California requires that most property be reported after three years. Some states may require you to report to them directly.

Here's How

If you wish to file other state's property with your Washington Unclaimed Property Section report and have us forward the accounts to the appropriate states, please do the following:

- Use the abandonment period(s) required by the state of the owner's last known address.
- Notify the other states of your intent to report via Washington. You can get contact information for other states at <http://unclaimed.org>.



Electronic Reporting

Holders may send their electronic reports in the NAUPA format for electronic reporting. The accepted media are cartridge, diskette, or compact disc (CD).

We have developed a method for holders to submit their reports on diskette using Excel or an Excel convertible file format. We are able to load the information into our system electronically without additional keying. If you are interested in sending your report on a spreadsheet via diskette, please send an e-mail to our office at UCP@dor.wa.gov to request the file layout and instructions.

GENERAL INFORMATION



CARTRIDGE:

- IBM 3480 or 3490 type cartridges
- ASCII,
- IBM-labeled,
- Non-compressed.
- 14 records per block or 8078 bytes per block

DISKETTE:

- IBM PC compatible
- ASCII fixed format with no embedded control characters or hexadecimal values and end of each record to be clearly marked by carriage return. If there are too many records for one diskette, split the report into two reports and put on two diskettes using the report sequence number on the header record.

CD:

- IBM PC compatible

GENERAL - Applicable to all filing medium:

- NAUPA format
- 577 bytes per record
- All numeric fields unsigned, right-justified, zero-filled, not packed; decimal points assumed, not written. All alphanumeric fields upper case, left-justified, blank filled. Fill characters at the end of the records should be blank filled. If multiple holder reports are included on the same file, each holder report must consist of a holder record, followed by the property and propadd records for the holder and finally the suminfo record ending the holder report.

NOTE: Any cartridge, diskette or CD must include an external label with the preparer's name, telephone number and federal identification numbers for all companies being reported. The label must also include the holder number(s) included on the tape, cartridge, or diskette.

INSTRUCTIONS FOR COMPLETING SUMMARY REPORT FORM REV 80 0004-1



Holder Reporting Number, Name and Address

Please place the address label from the back cover of this packet in this area. If no label was provided enter your information in the name and address change field. This address will be used for any future reports or correspondence regarding unclaimed property.

Name or Address Change

If the address on the label is incorrect, enter the correct address in the space provided. Please note any name changes, mergers, and/or listing of subsidiaries that may be reporting under the same holder name.

Washington Holder Number

Enter your reporting number (if known).

Federal ID Number

Enter your nine digit federal identification number.

Report Year

Enter the year for which the report is being filed.

Sequence No.

Department use only

Date and State of Incorporation

Enter your state of incorporation and the date incorporated.

SIC Code/NAICS

Please enter your company's Standard Industrial Code (SIC) or North American Industry Classification System (NAICS) if known.

Primary Business Activity

Briefly describe your primary business activity.

Contact Person

Complete this section only if there is a change in telephone number or contact person. Enter the name and telephone number of the person most familiar with the details of the report. Also, include the e-mail address for that person.

No Property to Report

By checking this box you are indicating that you have nothing to report for the current report year.

Closed Account

If the company has closed or merged with another and the account should be closed please indicate this by checking this box.

Inactive Account

Check this box if your company is still in business, but you do not anticipate having any property to report.

Summary of Property Reported

First complete the detail report(s) for unclaimed property. Then summarize the totals for each property type by indicating the category code and the total amount for the particular property type. A listing of codes for the different property types is found on page 25. Enter the totals for each type of property (i.e., total cash, shares, etc.).

Report Declaration

The report must be signed by an authorized individual.



Shaded areas are for Department use.



State of Washington
Department of Revenue
Unclaimed Property Section
PO Box 448
Olympia, WA 98507-0448
(360) 586-2736

SUMMARY REPORT FOR UNCLAIMED PROPERTY

Report And Payment Due By November 1.

Washington Holder Number		
Federal ID Number	Report Year	Sequence No.
Date & State of Incorporation	SIC Code or NAICS Code	
Primary Business Activity		

Contact Person:

_____	(____) _____
Name	Telephone Number

E Mail Address	

Place Address Label Here or Enter Information Below.

Name and Address Corrections:

- No Property to Report:** ☐ Check here if you do not have any property to report, and complete the declaration below.
- Close Account:** ☐ Check here if your business is closing or is closed.
- Inactive Account:** ☐ Check here if you do not anticipate having property to report. **NOTE:** You will need to request report forms or other communications if you need to report in the future.

Summarize below types of property being reported.

Category Code	Amount
	\$
	\$
	\$
	\$
	\$

Category Code	Amount
	\$
	\$
	\$
	\$
	\$

Total Cash
\$

Total Shares

Total No. of Names

Report Declaration:

I declare that this report, including accompanying statements, has been examined by me; that I am duly authorized by the holder herein to execute this report, and that I believe said report is true, correct and complete for the stated period.

Signature

Title

Date

Report Type	Remittance Status
<input type="checkbox"/> Annual	<input type="checkbox"/> Remitted
<input type="checkbox"/> Field Audit	<input type="checkbox"/> Negative Report
<input type="checkbox"/> File Audit	<input type="checkbox"/> Zero Remittance
<input type="checkbox"/> Vendor Audit	<input type="checkbox"/> Partially Remitted
<input type="checkbox"/> ER	<input type="checkbox"/> Out of Proof

MAILING ADDRESS: Department of Revenue
Unclaimed Property Section
PO Box 448
Olympia, WA 98507-0448

Mail this form with your report (paper, cartridge or diskette) and remittance by November 1.

Amount Received	\$
Check/Receipt No.	
Date Received	

To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 486-2342. Teletype (TTY) users please call (800) 451-7985.

INSTRUCTIONS FOR COMPLETING THE DETAIL REPORT FORM REV 80 0008-1

The Detail Report for Unclaimed Property is used to report individual abandoned items. Abandoned items are defined in the Uniform Unclaimed Property Act RCW 63.29.

Please type or legibly print the report.

A. HOLDER: Enter the holder's name and address exactly as it appears (after corrections, if any) on the Summary Report for Unclaimed Property.

B. HOLDER NUMBER: Enter the Washington State unclaimed property holder number assigned to you, if known. Use this number on all related correspondence.

C. REPORT YEAR: Enter the year for which the report is being filed.

D. PAGE: Enter the page number of the report (for example, 1 of 2).

E. COLUMN ENTRIES:

Aggregates

Items under \$25.00 may be reported in one aggregate amount for each property type. All aggregates should be the first items on the report.

Individual Items

Please group individual items by property type.

Column 1: Enter the property category code for each unclaimed property item. Refer to the Property Type Code table on page 25.

Column 2: Enter the identifying number of each item (check number, account number, etc.)

Column 3: List the last name, full first name and full middle name. Please include information to aid in identification of an individual, such as Jr., Sr., Miss, Mrs., etc., after the middle name (for example, Smith, Jane Ann, Mrs.).

Corporate titles, etc., must be entered exactly as adopted. The word "The" should be omitted when it is the first word in a title. If there are two or more owners, the names of all must be shown along with the relationship (for example, "and", "or", "trustee for", "trustee under the Uniform Gift to Minors Act (UGMA)", etc.)

If an owner's name is unknown for an item, please enter "UNKNOWN" as the name.

When reporting certified or cashiers checks, list the name of the payee. For money orders and travelers checks, enter the identification number in column 2 and "money order" or "travelers check" in column 3.

Column 4: List the complete last known address even if you have documentation that indicates that the last known address is not valid. (This information is vital in identifying the proper owner when claims are processed.) If no address is available write "UNKNOWN."

Column 5: Enter the owner's social security number.

Column 6: Enter the owner's "Last Activity Date." For example, the date of the last deposit or withdrawal, the date a check or draft was issued, last written communication, etc.

Column 7: Enter the total amount due the owner before any deductions.

Column 8(a): Indicate type of deductions taken using these codes:

“S” for service charge deducted

“T” for interest deducted or discontinued

“D” for dividends deducted or discontinued

Column 8(b): Enter the amount of any deductions imposed due to inactivity or dormancy of the property.

No deductions may be taken from any funds held by:

- Life insurance companies;
- property held in the course of dissolution;
- property held by fiduciaries; or
- property held by public agencies, authorities, corporations or courts.

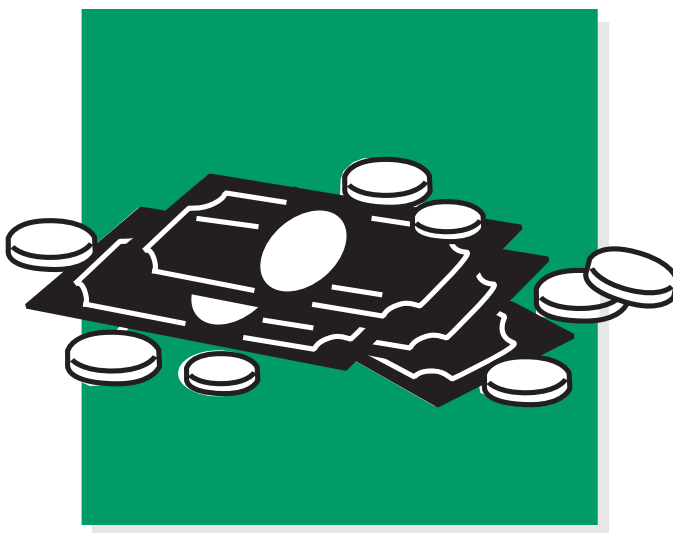
Deductions may not be taken from an item after June 30 of the year in which it became reportable. Items must be reported even when the total of the deductions equals or exceeds the value of the item. Authorizing documentation must be attached for any deductions taken.

Column 9: If the property reported is interest bearing to the owner, report the interest rate in percent. (Example: 6.25%). The Department will continue to pay the reported rate of interest for up to ten years.

Column 10: For each item, subtract column 8(b) from column 7. Enter this amount in column 10.

F. PAGE TOTALS: Enter page totals for columns 7, 8, and 10.

G. GRAND TOTAL: Add the total of column 10 from all pages and enter on the last page. Remit this amount to the Department of Revenue.





DETAIL REPORT FOR UNCLAIMED PROPERTY

(A) Holder _____

(C) Report Year _____

(B) Holder Number _____

(D) Page _____ of _____

	1	2	3	4	5	6	7	8	8	9	10	
	Category Code	ID Number	Owner's Last Name, First, and Middle	Last Known Mailing Address, City, State, Zip Code	Owner's Social Security Number	Last Activity Date	Amt. Due Owner Before Deductions	Type (A)	Amt. of Deduction (B)	Interest Rate	Amount Remitted	
1												1
2												2
3												3
4												4
5												5
6												6
7												7
8												8
9												9
10												10
(F) Page Totals.....												

(G) If This Is Last Page of Report, Enter Grand Total

To inquire about the availability of this form in an alternate format for the visually impaired, please call (360) 486-2342. Teletype (TTY) users please call (800) 451-7985. You may also access information on our Internet home page at <http://dor.wa.gov>.

INSTRUCTIONS FOR COMPLETING THE SECURITIES REPORT FORM REV 80 00024-1

The Report of Unclaimed Property for Securities is used to report:

- common stock
- stock warrants
- preferred stock
- partnership units
- restricted stock
- mutual funds
- bonds/debentures
- dividend reinvestment plans
- any other security type of property that has been considered abandoned

Any monetary type property, even if it is related to a security (for example, dividends) should be reported on the Detail Report of Unclaimed Property.

Abandoned property types are defined by the Uniform Unclaimed Property Act, RCW 63.29.

Please type or legibly print your report.

A. HOLDER: Enter the holder's name and address exactly as it appears (after corrections, if any) on the Summary Report for Unclaimed Property.

B. HOLDER NUMBER: Enter the Washington State unclaimed property holder number assigned to you, if known. Use this number on all related correspondence.

C. REPORT YEAR: Enter the year for which the report is being filed.

D. PAGE: Enter the page number of the report (for example, 1 of 2).

E. COLUMN ENTRIES: All shaded areas are for Department use only.

Column 1: Enter the property category code. Refer to the Property Type Code table on page 25.

Column 2: Enter the cusip number for the security being reported.

Column 3: Department use only.

Column 4: Enter the name of the corporation that has securities being reported.

Column 5: List the last name, full first name and full middle name. Please include information to aid in identification of an individual, such as Jr., Sr., Miss, Mrs., etc., after the middle name (for example, Smith, Jane Ann, Mrs.). If an owner's name is unknown for an item, please enter "UNKNOWN" as the name.

Corporate titles, etc., must be entered exactly as adopted. The word "The" should be omitted when it is the first word in a title. If there are two or more owners, the names of all must be shown along with the relationship (for example, "and", "or", "trustee for", "trustee under the Uniform Gift to Minors Act (UGMA)", etc.)

List the complete last known address even if you have documentation that indicates that the last known address is not valid. (This information is vital in identifying the proper owner when claims are processed.) If no address is available write "UNKNOWN."

Column 6: Enter the owner's social security number.

Column 7: Enter the owner's "Last Activity Date." For example, the date of last cashed dividend check, or communication with the holder regarding the security as evidenced by a memorandum on file prepared by an employee of the holder.

Column 8: Enter the number of shares remitted.

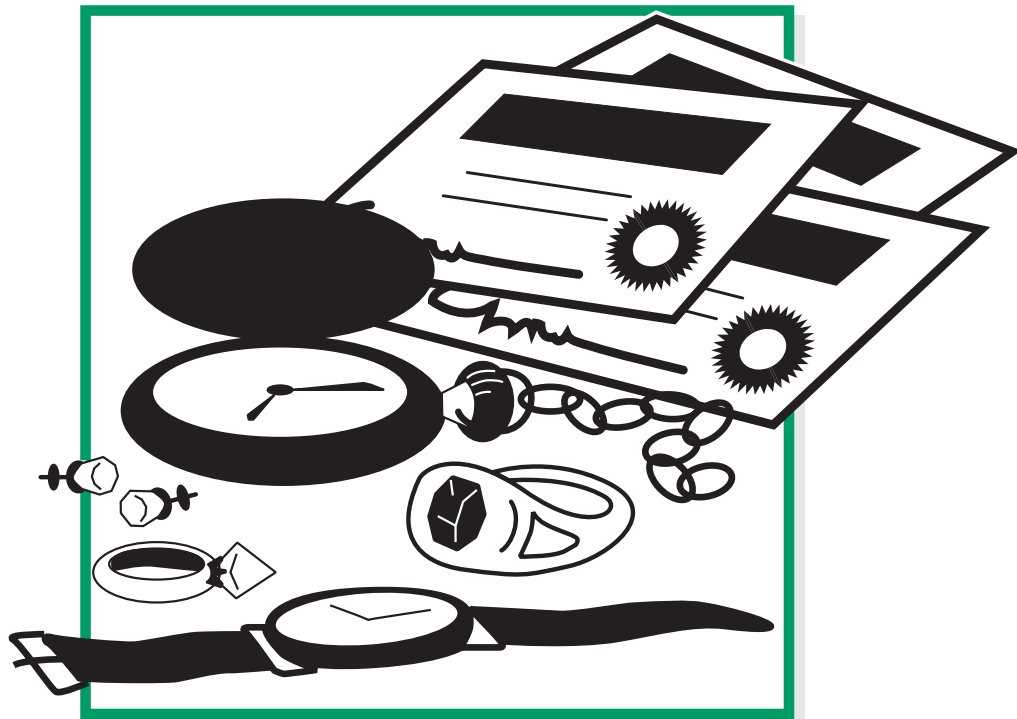
F. PAGE TOTAL: Enter the page total for column 8.

WORTHLESS/NONTRANSFERABLE SECURITIES: Please do not report worthless or nontransferable securities to our office. If these do become transferable or gain value, report and remit the shares to our office at that time. You will not be penalized for late reporting in these situations. If you are reporting securities from a safe deposit box, please use the safe deposit box report forms.

REMITTANCE OF SECURITIES: Securities must be registered in the name "State of Washington, Department of Revenue", tax identification number, 91-6001118. Certificates must be mailed with the report. Mutual funds and dividend reinvestment plans should also be transferred into our name and a confirmation sent with the report.

A DTC transfer may be made by depositing shares to DTC #0201 for credit to account #243072549001.

Please notify our office by faxing a list of securities prior to making a DTC transfer. Our fax number is (360) 586-2163.





REPORT OF UNCLAIMED PROPERTY FOR SECURITIES

(A) Holder _____

(C) Report Year _____

(B) Holder Number _____

(D) Page _____ of _____

(E)	1	2	3	4	5	6	7	8	
	Category Code	CUSIP Number	Security Type	Corporation Name	Owner's Name and Last Known Address	Social Security Number	Last Activity Date	Remitted Shares	
1									1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11

(F) Page Total

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INSTRUCTIONS FOR COMPLETING SAFE DEPOSIT BOX REPORT FORM REV 80 0002-1

When to report: This form is used to report safe deposit boxes only. It is to be completed and mailed with the Summary Report REV 80 0004-1.

When to remit: **DO NOT** send safe deposit box contents with the November report. The Department will notify you in writing of its decision to “accept” or “reject” each of the safe deposit boxes reported. Included with your “accept/reject” letter will be a scheduled delivery date and instructions on method of shipment. All boxes “accepted” are to be sent in their entirety. All coins and cash must be sent intact. No bank check substitutions for cash or coins are permitted. A photocopy of this report is to be sent along with the “accepted” contents at remittance time.



Please type or legibly print your report.

A. HOLDER: Enter the holder’s name and address exactly as it appears (after corrections, if any) on the Summary Report for Unclaimed Property.

B. HOLDER NUMBER: Enter the Washington State unclaimed property holder number as - signed to you, if known. Use this number on all related correspondence.

C. REPORT YEAR: Enter the year for which the report is being filed.

D. PERIOD COVERED: Enter the period covered for this report.

Page: Enter the page number of the report (for example, 1 of 2.)

NOTE: All shaded areas are for Department use only

ITEM 1: Enter the owner’s safe deposit box number or safekeeping number where contents were held.

ITEM 2: Enter the full name (last name first) of the owner of the safe deposit box.

- a) List last name, full first name and full middle name, if available, on the appropriate lines. Be sure to include information which would aid in identification such as Jr., Sr., Miss, Mrs., etc., after the middle name (for example, Smith, Jane Ann, Mrs.)
- b) Corporate titles and the like should be entered exactly as adopted except that the word “The” should be omitted when it is the first word in the title.
- c) If a single safe deposit box has two owners, the names of both must be shown along with the relationship (for example, “trustee for”, “or”, “and”, etc.)

ITEM 3: Enter the owner’s social security number.

ITEM 4: Enter the last known address of the owner of the safe deposit box. If a single safe deposit box has two or more owners, the addresses of both must be shown. If all owners have the same address, the address may be entered once.

ITEM 5: Enter the date the rental period expired on the safe deposit box, or in the case of safe keeping items, the date of the last positive contact with the owner.

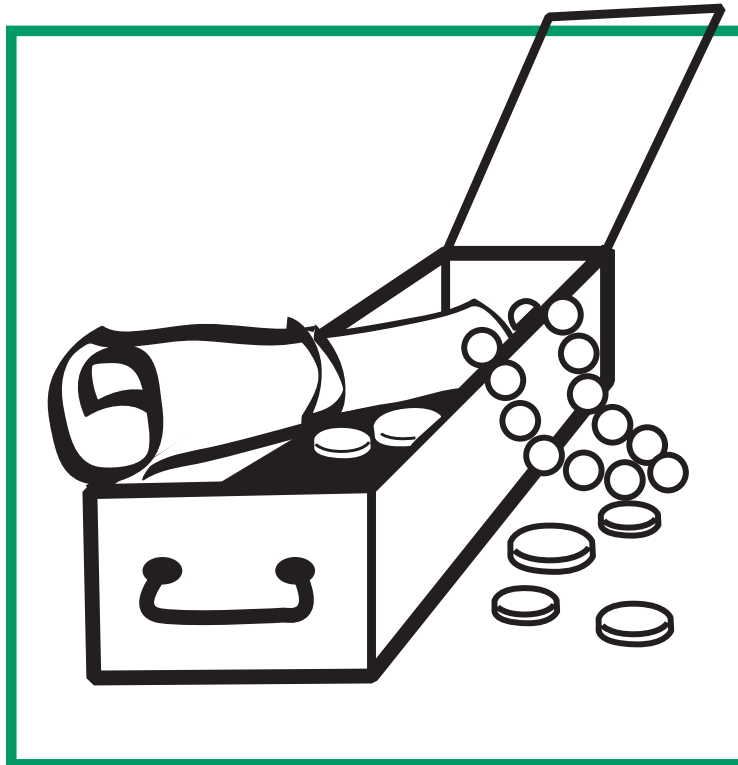
ITEM 6: Enter the name of the bank branch location where property was held. List the complete address including the zip code.

ITEM 7: Enter the amounts still owing to the holder. These amounts might include unpaid safe deposit box rental charges, drilling fees, safekeeping costs, certified mailing costs, etc. **Do not** deduct any of these costs from any cash which may be in the box at this time. Holders will be reimbursed by the State for allowed charges and fees by the State following the Department's auction of the contents.

NOTE: Delivery must be timely. Unless the delay is prearranged, you may not be reimbursed for any fees if your delivery is made after the established delivery time. Please contact us if you will need additional time to deliver the contents.

ITEM 8: Enter an itemized description of the safe deposit box or safekeeping contents. The safe deposit box contents will be accepted or rejected based on the description provided. Use the following as examples and guidelines in completing your descriptions:

- a) one 14k gold color ring with two clear stones
- b) three silver color necklaces
- c) one pair screwback earrings each with one ruby-like stone
- d) one coin wrapper containing 50 US pennies dated 1918- 1964 (if wrapper is empty, please so indicate)
- e) one coin book containing 73 Jefferson nickels
- f) one yellow metal chain with ivory-like pendant
- g) Lucky Strike Mining Co., cert. #LSM634, 50 shs. Common, dated 1-13-32
- h) one \$50 US Series E savings bond dated 5-12-62, #Q6349724P
- i) one envelope containing two wills, four birth certificates, and miscellaneous legal papers
- j) one envelope containing miscellaneous personal papers of no apparent value (i.e., receipts, canceled checks, tax papers, photos, newspaper clippings, etc.)



Certificate of Holder

The Certificate of Holder is used in the following situations:

Incomplete information:

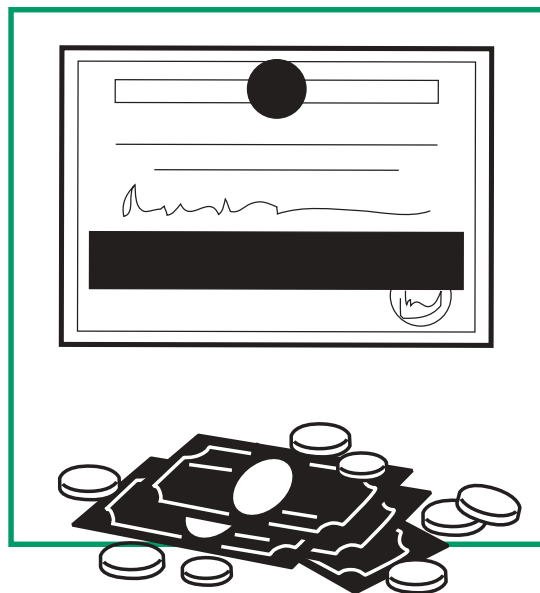
The claimant and the Unclaimed Property office do not have enough information to verify a claim.

Holder repaid owner:

If you, the holder, choose to repay the owner directly rather than sending the owner to our office, you would complete this form.

Holder reported in error:

A report has been filed and you realize a certain item or items should not have been reported.



INSTRUCTIONS

1. **Unclaimed Property Account No.:** To be completed by the Unclaimed Property office.

2. **Verified Legal Claimant Information:** Provide the reported owner's name, the claimant name (if different from the owner's name), any "attention to" or "in care of", and the mailing address for the claimant (address to which refund should be mailed).

3. **Holder Information:** Provide the holder's name and holder number (if known), the mailing address, and the holder's phone number.

4. **Claim Information:** Please provide us with the dollar amount reported for this owner, the year reported (and sequence number if more than one report was sent for that year), the identification number, property type, and whether it was reported as an aggregate.

5. **Holder's Declaration and Notary:**

Please sign, date and have your signature notarized.

Holder repaid owner:

Complete the Certificate of Holder as indicated above, except in section 2, enter the reported owner's name and for claimant write "Same as Holder". Include proof of repayment (positive owner contact) which may be a photocopy of the front and back of a canceled check, or a statement signed by the claimant acknowledging repayment.

Reported in error:

Complete the Certificate of Holder as indicated above, except in section 2, enter the owner's name then for claimant write "Same as Holder". Include a detailed explanation and any documentation justifying why this was an error.



State of Washington
Department of Revenue
Special Programs Division
Unclaimed Property Section
PO Box 448
Olympia, WA 98507-0448

CERTIFICATE OF HOLDER

1. Unclaimed Property Account No.:

2. Verified Legal Claimant Information:

Reported Owner's Name

Claimant's Name

c/o or Attention

Mailing Address

City, State, Zip

3. Holder

Holder's Name & Holder Number

c/o or Attention

Mailing Address

City, State, Zip

()

Phone Number

4. Claim Information:

\$ _____
Amount Reported

Year Reported/
Sequence Number

ID Number

Property Type

☐ Yes ☐ No
Aggregate

5. Holder's Declaration and Notary:

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Date and Place

Signature and Title

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public (print name)

Notary Public (signature)

Residing at

Commission Expires



Washington Unclaimed Property

ABANDONMENT PERIODS

Chapter 63.29 RCW

Section	Description	Period
.020	Miscellaneous property held in the normal course of business (Vendor Checks, Credit Balances, Unclaimed Stock, Undelivered Stock, Dividends, and any property not specified in other sections)	5 years
.040(1)	Travelers' Checks	15 years
.040(2)	Money Orders	5 years
.050	Written Instruments (Banking & Financial Assn.)	5 years
.060	Savings, Matured Time Deposits, Demand Deposits (Checking), NOW, plus interest or dividends	5 years
.070	Funds held by Life Insurance Companies	5 years
.070(3)	Limiting Age Proceeds	2 years
.080	Utility Deposits and Refunds	1 year
.090	Ordered Refunds	1 year
.100	Underlying Shares, DRP's, and Mutual Funds	5 years
.110	Liquidating Distributions	1 year
.120	Funds held by Fiduciaries, Agents	5 years
.130	Funds held by Governmental Agencies	2 years
.140	Gift Certificates and Credit Memos	5 years
.150	Wages and Payroll Checks	1 year
.160	Safe Deposit Boxes and Safekeeping	5 years

REPORT YEAR CONVERSION TABLE
GENERAL PROPERTY
(Five year abandonment period)
RCW 63.29.020

ITEMS THAT WERE ISSUED OR HAD A LAST ACTIVITY DATE DURING:	NEED TO BE REPORTED ON THE REPORT BY:
7/1/90 thru 6/30/91	November 1, 1996
7/1/91 thru 6/30/92	November 1, 1997
7/1/92 thru 6/30/93	November 1, 1998
7/1/93 thru 6/30/94	November 1, 1999
7/1/94 thru 6/30/95	November 1, 2000
7/1/95 thru 6/30/96	November 1, 2001
7/1/96 thru 6/30/97	November 1, 2002
7/1/97 thru 6/30/98	November 1, 2003
7/1/98 thru 6/30/99	November 1, 2004

PAYROLL & UTILITIES
(One year abandonment period)
RCW 63.29.080 & 150

ITEMS THAT WERE ISSUED OR HAD A LAST ACTIVITY DATE DURING:	NEED TO BE REPORTED ON THE REPORT BY:
7/1/94 thru 6/30/95	November 1, 1996
7/1/95 thru 6/30/96	November 1, 1997
7/1/96 thru 6/30/97	November 1, 1998
7/1/97 thru 6/30/98	November 1, 1999
7/1/98 thru 6/30/99	November 1, 2000
7/1/99 thru 6/30/00	November 1, 2001
7/1/00 thru 6/30/01	November 1, 2002
7/1/01 thru 6/30/02	November 1, 2003
7/1/02 thru 6/30/03	November 1, 2004

PUBLIC AGENCIES
(Two year abandonment period)
RCW 63.29.130

ITEMS THAT WERE ISSUED OR HAD A LAST ACTIVITY DATE DURING:	NEED TO BE REPORTED ON THE REPORT BY:
7/1/93 thru 6/30/94	November 1, 1996
7/1/94 thru 6/30/95	November 1, 1997
7/1/95 thru 6/30/96	November 1, 1998
7/1/96 thru 6/30/97	November 1, 1999
7/1/97 thru 6/30/98	November 1, 2000
7/1/98 thru 6/30/99	November 1, 2001
7/1/99 thru 6/30/00	November 1, 2002
7/1/00 thru 6/30/01	November 1, 2003
7/1/01 thru 6/30/02	November 1, 2004



PROPERTY CATEGORY CODE TABLE

Account Balances Due (AC)

AC01	Checking accounts
AC02	Savings accounts
AC03	Matured certificates of deposit or savings certificates
AC04	Christmas Club accounts
AC05	Money on deposit to secure funds
AC06	Security deposits
AC07	Unidentified deposits
AC08	Suspense accounts
AC09	Interest

Court Deposits (CT)

CT01	Escrow funds
CT02	Condemnation awards
CT03	Missing heir's funds
CT04	Suspense accounts
CT05	Any other types of deposits made with a court or public authority
CT06	Unrefunded bonds
CT07	Judgment
CT08	Garnishment
CT09	Support
CT10	Restitution
CT11	Bail Refund

Insurance (IN)

IN01	Individual policy benefits or claim payments
IN02	Group policy benefits or claim payments
IN03	Death benefits due beneficiaries
IN04	Proceeds from matured policies, endowments, or annuities
IN05	Premium refunds on individual policies
IN06	Unidentified remittances
IN07	Other amounts due under policy terms
IN08	Agent credit balances
IN09	Unrefunded Bond

Miscellaneous Checks and Intangible Personal Property Held in the Ordinary Course of Business (MS)

MS01	Wages, payroll, or salary
MS02	Commissions
MS03	Worker's compensation benefits
MS04	Payment for goods and services
MS05	Customer overpayments
MS06	Unidentified remittances
MS07	Unrefunded overcharges
MS08	Accounts payable

Miscellaneous Checks and Intangible Personal Property Held in the Ordinary Course of Business (MS)

MS09	Credit balances/accounts receivable
MS10	Discounts due
MS11	Refunds/rebates due
MS12	Unredeemed gift certificates
MS13	Unclaimed loan collateral
MS14	Sums payable under pension and profit sharing plans (IRA, KEOGH, e.g.)
MS15	Property distributable in the course of involuntary dissolution or liquidation
MS16	Any other miscellaneous outstanding checks
MS17	Any other miscellaneous intangible personal property
MS18	Suspense liabilities
MS19	Payroll Agent ADP

Utilities (UT)

UT01	Utility deposits
UT02	Membership fees
UT03	Refunds or rebates
UT04	Capital credit distributions

Uncashed Checks (CK)

CK01	Cashier's checks
CK02	Certified checks
CK03	Registered checks
CK04	Treasurer's checks
CK05	Drafts
CK06	Warrants
CK07	Money orders
CK08	Traveler's checks
CK09	Foreign exchange checks
CK10	Expense checks
CK11	Pension checks
CK12	Credit checks or memos
CK13	Vendor checks
CK14	Any checks that have been written off to income or surplus
CK15	Any other outstanding official checks or exchange items
CK16	CD interest checks

Trust, Investments and Escrow Accounts (TR)

TR01	Paying agent accounts
TR02	Undelivered dividends or uncashed dividends
TR03	Funds held in a fiduciary capacity
TR04	Escrow accounts
TR05	Trust vouchers
TR06	Pre-need funeral plans

Safe Deposit Boxes & Safekeeping (SD)

SD01	Contents of safe deposit boxes
SD02	Contents of any other safekeeping repository
SD03	Other tangible property
SD04	Unclaimed loan collateral

Proceeds From Mineral Interests (MI)

MI01	Net revenue interests
MI02	Royalties
MI03	Overriding royalties
MI04	Production payments
MI05	Working interests
MI06	Bonuses
MI07	Delay rentals
MI08	Shut-in royalties
MI09	Minimum royalties

Securities (SC)

SC01	Dividends
SC02	Interest payable on registered bonds
SC03	Shares of preferred stock
SC04	Equity payments
SC05	Profits
SC06	Funds paid toward the purchase of shares, or interest in a financial or business organization
SC07	Bearer bond interest/principal
SC08	Shares of stock (returned by post office)
SC09	Cash for fractional shares
SC10	Unexchanged stock of successor corporation
SC11	Any other certificates of ownership
SC12	Underlying shares of stock
SC13	Funds for liquidation/redemption of unsundered stocks or bonds
SC14	Debentures
SC15	U.S. Government Securities
SC16	Mutual funds
SC17	Warrants or rights
SC18	Matured principal on registered bonds
SC19	Dividend reinvestment plans
SC20	Credit balances
SC21	Bearer Bond Interest
SC22	Bearer Bond Principal
SC23	Cash in Lieu

Due Diligence

Due diligence letters must be sent for any property valued at \$75 or more. The letters must be sent between May 1 and August 1.

SAMPLE LETTER

May 1, YEAR

Owner Name
1234 Any Road St. N
Any Town, US 99999-9999

We are holding unclaimed property of at least \$75 due to the person listed above. The owner may claim this property by contacting us at the address and/or telephone number listed below.

ABC Corporation
1st Ave S.
Big City, US 99999-9999
(123) 555-1234

If we do not hear from the owner by (the last date your system can remove items for refund before reporting to the state), the law requires us to submit this property to the Washington State Department of Revenue by November 1st of the current year. After November 1st (allowing time for the State to input your records), you should contact the State to claim your funds.

Sincerely,

XXXXXXXXXX

Checklist

- ☐ Have you placed your address label on the front of the Summary Report (REV 80 0004-1)?
- ☐ Is your check enclosed with your report and made payable to the state of Washington?
- ☐ If reporting shares of stock, are the certificates enclosed and registered in the state of Washington's name? For mutual funds and dividend reinvestment plans, please include a confirmation showing the transfer of shares into an account for the state of Washington.

Phone number: (360) 586-2736

Mailing address:

State of Washington
Department of Revenue
Unclaimed Property Section
PO Box 448
Olympia, WA 98507-0448

Street address for courier deliveries:

State of Washington
Department of Revenue
Unclaimed Property Section
2735 Harrison Ave NW Suite 400
Olympia, WA 98502

Web site:

http://dor.wa.gov/apps/ucp/ucp_holderInfo.asp

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Teletype (TTY) users please call 1-800-451-7985.



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